United Nations ST/IC/1999/10

Secretariat

28 January 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 competitive examination for Spanish editors, translators and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish editors, translators and verbatim reporters in 1999, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Spanish editors, translators and verbatim reporters will be held on 10, 11 and 12 May 1999 in New York, Geneva, Vienna, Madrid, Santiago and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish rosters from which present and future vacancies for Spanish editors, translators or verbatim reporters will be filled. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered outside candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies for Spanish language posts as they occur in editorial, translation and verbatim reporting services in the Department of General Assembly Affairs and Conference Services of the United Nations Secretariat in New York and in editorial and translation services in the United Nations Office at Geneva and the United Nations Office at Vienna. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe, Latin America and the Caribbean

* Expiration date of the present circular: 30 June 2000.

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and Headquarters according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 to 13 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, French or Russian). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction **or** hold a university degree from a recognized school of translation.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The written examination will consist of translation, editing and verbatim parts and detailed instructions will be given on each of the papers. The examination will last three days:

(a) The translation part will consist of four papers:

(i) Translation into Spanish of a general text in English (three hours, morning of 10 May 1999). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers in the translation, editing and verbatim parts marked;

(ii) Translation into Spanish of one text chosen by the candidates from a total of four texts, one in each of the official United Nations languages other than Spanish and English (two hours, afternoon of 10 May 1999);

(iii) Summary in Spanish of a speech in English (two hours, morning of 11 May 1999);

(iv) Translation into Spanish of two English texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours, afternoon of 11 May 1999);

(b) The editing part will consist in editing two texts in Spanish, that is, a general text and a United Nations resolution (three hours, morning of 12 May 1999);

(c) The verbatim reporting part will consist in editing a speech in Spanish into conformity with the original English text, which will be made available to the candidates, and editing a speech in Spanish (three hours, afternoon of 12 May 1999).

The use of a dictionary or any other reference material will **not** be permitted during the examination.

8. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the course of July or August 1999. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Spanish language services and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

10. Staff members selected to fill vacancies will be assigned as Spanish editors, translators or verbatim reporters for a trial period of two years. During that period, following on-the-job training if necessary, successful candidates should be prepared to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter or as an editor, successful candidates would need to have word-processing skills or to acquire them following on-the-job training during the two-year trial period.

11. During that same trial period, staff members will receive professional training designed flexibly so as to permit their reassignment, if warranted, based on their preference and demonstrated aptitude for a given language function. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. In the case of assignments to posts in services away from Headquarters, successful candidates will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the respective language department and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, **not later than 19 March 1999,** to:

1999 Competitive Examination for Spanish Editors, Translators
and Verbatim Reporters
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S–2590–A
United Nations Secretariat
New York, N.Y. 10017
Fax No: (1-212) 963-3683

Applications received after the above deadline will not be considered.

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by **19 March 1999,** the deadline for receipt of applications in the Specialist Services Division.

16. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S–2560–L, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

Application

1999 competitive examination for Spanish editors, translators and verbatim reporters[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐☐ Female ☐☐

Date of entry on duty: Month ☐☐ Year 19 ☐☐

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[4] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications [6]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		month/year	*month/year*		

D. Secondary school qualifications

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Certificate or equivalent[6]*	*Main field of study*
		month/year	*month/year*		

E. Describe work experience (giving dates and length of time) in editing, translation, verbatim reporting or related fields, if any.

_____

_____

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and believe.

Date: _____ Signature: _____

I have read information circular ST/IC/1999/10, and I understand that, if I am successful in the 1999 competitive examination for Spanish editors, translators and verbatim reporters and recommended for inclusion in the roster, my assignment as a Spanish editor, translator or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 to 13 of that circular.

Date: _____ Signature: _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Human Resources Officer to obtain your number.

[3] Please indicate department/office, e.g. Department of General Assembly and Conference Services, Economic Commission for Europe, United Nations Conference on Trade and Development, United Nations Office at Geneva, United Nations Office at Vienna or other (specify).

[4] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1999/10.

[6] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/1999/11

Secretariat

28 January 1999

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters****

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of December 1998 reflects a 1.63 per cent movement over the December 1997 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 1.47 per cent, with effect from 1 January 1999.

3. Pursuant to General Assembly resolution 52/216 of 22 December 1997 regarding the revised methodology for determining salaries for locally recruited staff in the General Service and related categories, which came into effect as of 1 January 1998, the dependent children's allowance for locally recruited staff in the General Service and related categories is hereby revised to $1,044 net per annum, effective 1 January 1999. The amount represents 2.5 per cent of the mid-point of the lowest and highest net salaries, that is, G-1/step 1 and S-7/step IX. It should be noted that this amount applies only to staff recruited on or after 1 February 1999, while the previous amount of $1,236 remains payable to eligible staff on board and already in receipt of the higher amount prior to 1 February 1999.

4. The amount of other dependency allowances, that is, dependent spouse, secondary dependant and first dependent child of a single, widowed or divorced staff member, remain unchanged.

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* The present circular will be in effect until further notice.

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5. The amount of the first and second language allowances have been revised, effective 1 January 1999, to $1,620 and $810 net per annum, respectively.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 January 1999, and will be reflected in the end of February 1999 payroll.

Annex

Salary scale for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters

A.1 Salary scale for staff in the General Service category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	50 659	52 691	54 722	56 753	58 784	60 874	63 052	65 230	67 409	69 587	71 765*
	(Gross pension)	49 693	51 645	53 597	55 548	57 500	59 451	61 409	63 439	65 470	67 501	69 532*
	(Total net)	39 488	40 991	42 494	43 997	45 500	47 003	48 506	50 009	51 512	53 015	54 518*
	(Net pension)	39 488	40 991	42 494	43 997	45 500	47 003	48 506	50 009	51 512	53 015	54 518*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	45 596	47 431	49 266	51 101	52 936	54 772	56 607	58 442	60 297	62 265	64 233*
	(Gross pension)	44 828	46 591	48 354	50 118	51 881	53 644	55 407	57 170	58 934	60 697	62 508*
	(Total net)	35 741	37 099	38 457	39 815	41 173	42 531	43 889	45 247	46 605	47 963	49 321*
	(Net pension)	35 741	37 099	38 457	39 815	41 173	42 531	43 889	45 247	46 605	47 963	49 321*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	40 996	42 657	44 318	45 978	47 639	49 300	50 961	52 622	54 282	55 943	57 604*
	(Gross pension)	40 407	42 003	43 598	45 194	46 790	48 386	49 982	51 578	53 174	54 769	56 365*
	(Total net)	32 337	33 566	34 795	36 024	37 253	38 482	39 711	40 940	42 169	43 398	44 627*
	(Net pension)	32 337	33 566	34 795	36 024	37 253	38 482	39 711	40 940	42 169	43 398	44 627*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	36 977	38 419	39 862	41 358	42 859	44 361	45 862	47 364	48 865	50 366	51 868*
	(Gross pension)	36 423	37 866	39 309	40 752	42 195	43 638	45 081	46 524	47 967	49 410	50 853*
	(Total net)	29 272	30 383	31 494	32 605	33 716	34 827	35 938	37 049	38 160	39 271	40 382*
	(Net pension)	29 272	30 383	31 494	32 605	33 716	34 827	35 938	37 049	38 160	39 271	40 382*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	33 349	34 661	35 973	37 284	38 596	39 908	41 269	42 634	43 999	45 364	46 728*
	(Gross pension)	32 799	34 110	35 422	36 733	38 044	39 355	40 666	41 978	43 289	44 600	45 911*
	(Total net)	26 479	27 489	28 499	29 509	30 519	31 529	32 539	33 549	34 559	35 569	36 579*
	(Net pension)	26 479	27 489	28 499	29 509	30 519	31 529	32 539	33 549	34 559	35 569	36 579*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	30 088	31 273	32 457	33 642	34 826	36 010	37 195	38 379	39 564	40 778*	
	(Gross pension)	29 589	30 720	31 904	33 089	34 274	35 458	36 643	37 828	39 013	40 197*	
	(Total net)	23 968	24 880	25 792	26 704	27 616	28 528	29 440	30 352	31 264	32 176*	
	(Net pension)	23 968	24 880	25 792	26 704	27 616	28 528	29 440	30 352	31 264	32 176*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	27 139	28 209	29 279	30 349	31 419	32 490	33 560	34 630	35 700*		
	(Gross pension)	26 787	27 804	28 821	29 838	30 867	31 937	33 007	34 077	35 147*		
	(Total net)	21 697	22 521	23 345	24 169	24 993	25 817	26 641	27 465	28 289*		
	(Net pension)	21 697	22 521	23 345	24 169	24 993	25 817	26 641	27 465	28 289*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

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Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 620 net per annum.
Second language	810 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

• Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

B.1 Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
LT	(Gross)	52 181	53 961	55 741	57 520	59 300	61 158	63 067	64 975	66 884	68 793	70 701	72 610
	(Gross pension)	51 153	52 864	54 574	56 285	57 995	59 706	61 422	63 202	64 982	66 762	68 542	70 322
	(Total net)	40 614	41 931	43 248	44 565	45 882	47 199	48 516	49 833	51 150	52 467	53 784	55 101
	(Net pension)	40 614	41 931	43 248	44 565	45 882	47 199	48 516	49 833	51 150	52 467	53 784	55 101
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

C.1 Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	44 615	46 846	49 077	51 308	53 539
	(Gross pension)	43 883	46 027	48 171	50 315	52 459
	(Total net)	35 015	36 666	38 317	39 968	41 619
	(Net pension)	35 015	36 666	38 317	39 968	41 619
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	39 254	40 943	42 664	44 384	46 104
	(Gross pension)	38 702	40 354	42 007	43 659	45 311
	(Total net)	31 025	32 298	33 571	34 844	36 117
	(Net pension)	31 025	32 298	33 571	34 844	36 117
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	36 094	37 604			
	(Gross pension)	35 542	37 052			
	(Total net)	28 592	29 755			
	(Net pension)	28 592	29 755			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

D.1 Salary scale for staff in the Security Service category at Headquarters

(United States dollars)
Effective 1 January 1999

		STEPS												
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	62 219	64 717	67 216	69 714	72 213	74 712	77 210	79 709	82 207*				
	(Gross pension)	60 657	62 962	65 292	67 622	69 951	72 281	74 611	76 940	79 270*				
	(Total net)	47 931	49 655	51 379	53 103	54 827	56 551	58 275	59 999	61 723*				
	(Net pension)	47 931	49 655	51 379	53 103	54 827	56 551	58 275	59 999	61 723*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	57 641	59 812	62 128	64 457	66 786	69 114	71 443	73 772	76 101*				
	(Gross pension)	56 399	58 487	60 574	62 718	64 890	67 062	69 234	71 406	73 578*				
	(Total net)	44 654	46 261	47 868	49 475	51 082	52 689	54 296	55 903	57 510*				
	(Net pension)	44 654	46 261	47 868	49 475	51 082	52 689	54 296	55 903	57 510*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	53 195	55 211	57 227	59 243	61 351	63 513	65 675	67 838	70 000*				
	(Gross pension)	52 130	54 067	56 004	57 941	59 878	61 838	63 854	65 869	67 885*				
	(Total net)	41 364	42 856	44 348	45 840	47 332	48 824	50 316	51 808	53 300*				
	(Net pension)	41 364	42 856	44 348	45 840	47 332	48 824	50 316	51 808	53 300*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	48 680	50 528	52 377	54 226	56 074	57 923	59 772	61 738	63 720*				
	(Gross pension)	47 790	49 567	51 343	53 119	54 896	56 672	58 449	60 225	62 032*				
	(Total net)	38 023	39 391	40 759	42 127	43 495	44 863	46 231	47 599	48 967*				
	(Net pension)	38 023	39 391	40 759	42 127	43 495	44 863	46 231	47 599	48 967*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	45 555	47 007	48 458	49 909	51 361	52 812	54 264	55 715	57 166	58 618	60 074*		
	(Gross pension)	44 790	46 184	47 578	48 972	50 367	51 761	53 155	54 549	55 944	57 338	58 732*		
	(Total net)	35 711	36 785	37 859	38 933	40 007	41 081	42 155	43 229	44 303	45 377	46 451*		
	(Net pension)	35 711	36 785	37 859	38 933	40 007	41 081	42 155	43 229	44 303	45 377	46 451*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	41 028	42 341	43 653	44 965	46 277	47 589	48 901	50 214	51 526	52 838	54 150	55 462	56 774*
	(Gross pension)	40 436	41 697	42 958	44 219	45 480	46 741	48 002	49 264	50 525	51 786	53 047	54 308	55 569*
	(Total net)	32 361	33 332	34 303	35 274	36 245	37 216	38 187	39 158	40 129	41 100	42 071	43 042	44 013*
	(Net pension)	32 361	33 332	34 303	35 274	36 245	37 216	38 187	39 158	40 129	41 100	42 071	43 042	44 013*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	36 626	37 755											
	(Gross pension)	36 094	37 202											
	(Total net)	29 002	29 871											
	(Net pension)	29 002	29 871											
	(NPC)	0	0											

∞ Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
Child (payable to eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 620 net per annum.
Second language	810 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

Security Service category: schedule of pensionable remuneration applicable to staff on board prior to 1 September 1992

(United States dollars)

Level		*STEPS*												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
S-7	(Gross)	—	—	—	—	—	72 466	74 881	77 297	79 713				
S-6		—	—	—	—	—	—	—	71 558	73 809				
S-5		—	—	—	—	—	—	—	—	—				
S-4		—	—	—	—	—	—	—	—	—				
S-3		—	—	—	—	—	—	—	—	—	—	—		
S-2		—	—	—	—	—	—	—	—	—	—	—	—	—
S-1		—	—											

The revised gross salaries are lower than those in effect under the previous salary scale, effective 1 September 1991. Therefore, the above gross salaries are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1992.

Security Service category: schedule of pensionable remuneration applicable to staff on board prior to 1 September 1997

(United States dollars)

	STEPS												
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
S-7	60 905	63 190	65 483	67 776	70 070	72 396	74 721	77 046	79 372				
S-6	56 577	58 699	60 822	62 951	65 089	67 226	69 364	71 523	73 690				
S-5	52 247	54 204	56 174	58 143	60 113	62 083	64 067	66 050	68 033				
S-4	47 862	49 656	51 451	53 245	55 047	56 854	58 661	60 468	62 276				
S-3	44 839	46 240	47 648	49 056	50 464	51 873	53 281	54 694	56 112	57 530	58 948		
S-2	40 472	41 737	43 003	44 268	45 533	46 804	48 078	49 352	50 626	51 900	53 174	54 451	55 734
S-1	36 109	37 234											

The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries. Therefore, the above gross salaries in effect under the previous salary scale, effective 1 September 1993, are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1997.

E.1 Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)
Effective 1 January 1999

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	61 130	63 319	65 507	67 696	69 884	72 072	74 261
	(Gross pension)	59 682	61 658	63 699	65 739	67 779	69 820	71 860
	(Total net)	47 180	48 690	50 200	51 710	53 220	54 730	56 240
	(Net pension)	47 180	48 690	50 200	51 710	53 220	54 730	56 240
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	57 378	59 301	61 313	63 375	65 438	67 500	69 562
	(Gross pension)	56 150	57 998	59 845	61 710	63 633	65 555	67 478
	(Total net)	44 460	45 883	47 306	48 729	50 152	51 575	52 998
	(Net pension)	44 460	45 883	47 306	48 729	50 152	51 575	52 998
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	53 705	55 509	57 314	59 118	60 988	62 923	64 858
	(Gross pension)	52 617	54 352	56 086	57 820	59 554	61 289	63 094
	(Total net)	41 742	43 077	44 412	45 747	47 082	48 417	49 752
	(Net pension)	41 742	43 077	44 412	45 747	47 082	48 417	49 752
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	50 030	51 718	53 405	55 093	56 781	58 469	60 168
	(Gross pension)	49 086	50 708	52 330	53 952	55 575	57 197	58 819
	(Total net)	39 022	40 271	41 520	42 769	44 018	45 267	46 516
	(Net pension)	39 022	40 271	41 520	42 769	44 018	45 267	46 516
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	46 361	47 931	49 501	51 072	52 642	54 212	55 782
	(Gross pension)	45 562	47 071	48 580	50 089	51 597	53 106	54 615
	(Total net)	36 307	37 469	38 631	39 793	40 955	42 117	43 279
	(Net pension)	36 307	37 469	38 631	39 793	40 955	42 117	43 279
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	42 688	44 142	45 596	47 050	48 504	49 958	51 412
	(Gross pension)	42 033	43 430	44 827	46 223	47 620	49 017	50 414
	(Total net)	33 589	34 665	35 741	36 817	37 893	38 969	40 045
	(Net pension)	33 589	34 665	35 741	36 817	37 893	38 969	40 045
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	39 065	40 361	41 695	43 028	44 362	45 696	47 030
	(Gross pension)	38 512	39 794	41 076	42 358	43 641	44 923	46 205
	(Total net)	30 880	31 867	32 854	33 841	34 828	35 815	36 802
	(Net pension)	30 880	31 867	32 854	33 841	34 828	35 815	36 802
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	35 522	36 691	37 860	39 029	40 205	41 422	42 638
	(Gross pension)	34 969	36 139	37 307	38 476	39 645	40 814	41 983
	(Total net)	28 152	29 052	29 952	30 852	31 752	32 652	33 552
	(Net pension)	28 152	29 052	29 952	30 852	31 752	32 652	33 552
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child (payable to staff recruited on or after 1 February 1999)	1 044
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Except for first dependent child of a single, widowed or divorced staff member	3 038
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(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

United Nations ST/IC/1999/12

Secretariat

2 February 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Special entitlements for staff members serving at designated duty stations****

1. The purpose of the present circular is to inform the staff that the International Civil Service Commission, upon the recommendation of the tripartite working group on the classification of duty stations according to conditions of life and work, has issued a new list of consolidated entitlements for designated duty stations, with effect from 1 January 1999, unless otherwise indicated.

2. Internationally recruited staff are eligible for such entitlements based on the classification rating of their duty station through the mobility and hardship allowance, as well as additional education grant travel and/or additional shipment entitlements, unless otherwise indicated.

3. Those duty stations are listed in annex I to the present amendment, which supersedes annex I to information circular ST/IC/1998/14 of 6 February 1998.

4. A "reserve list" of duty stations is shown in annex II to the present circular, superseding the one contained in annex II to information circular ST/IC/1998/14 of 6 February 1998. This list specifies those locations where staff are no longer assigned and where United Nations common system activities have ceased.

5. A list of duty stations at which staff are entitled to reimbursement for costs of basic medical examinations for accompanying family members is shown in annex III to the present circular.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7061.

99-02664 (E) 120299

Annex I

List of duty stations

(Effective 1 January 1999)

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Afghanistan			
Bamyan	E	X	X
Faizabad	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Mazar-I-Sharif	E	X	X
Albania			
Tirana	C	X	X
Algeria			
Algiers	E	X	X
Angola			
Caxito	E	X	X
Huambo	E	X	X
Kuito Bie	E	X	X
Lobito	E	X	X
Luanda	E	X	X
Lubango	E	X	X
Luena	E	X	X
Malange	E	X	X
Menongue (Cuando Cubango)	E	X	X
Namibe	E	X	X
Sumbe (Cuanza Sul)	E	X	X
Sumbe (N'Gunza)	E	X	X
Tombwa	E	X	X
Uige	E	X	X
Anguilla			
Anguilla	A	X	—
Antigua			
Antigua	A	—	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Argentina			
Buenos Aires	A	—	—
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku	C	X	X
Bahamas			
Bahama	A	—	—
Bahrain			
Bahrain	B	—	—
Manama	B	—	—
Bangladesh			
Cox's Bazaar	D	X	X
Dhaka	C	—	X
Barbados			
Bridgetown	A	—	—
Belarus			
Minsk	B	X	X
Belize			
Belize City	C	X	—
Belmopan	C	X	X
Benin			
Bohicon	C	X	X
Cotonou	B	X	—
Natitingou	D	X	X
Nikki	D	X	X
Parakou	D	X	X
Pehunco	E	X	X
Porto Novo	B	X	—
Tanguieta	D	X	X
Bhutan			
Kanglung (Carglund)	E	X	X
Khangma	E	X	X
Thimphu	D	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Bolivia			
Antaquilla	E	X	X
Chimore	D	X	X
Cochabamba	B	—	—
Coroico	C	X	—
La Paz	B	—	—
Machareti	E	X	X
Oruro	B	X	—
Potosí	C	X	X
Samaipata	D	X	X
Santa Cruz	B	—	—
Sucre	B	X	—
Tarija	C	X	X
Villa Tunari	C	X	X
Villamontes	D	X	X
Bosnia and Herzegovina			
Sarajevo	D	X	X
Tuzla	E	X	X
Botswana			
Gaborone	A	X	—
Brazil			
Aracajú	A	X	—
Belo Horizonte	A	—	—
Brasília	A	—	—
Campinas	A	—	—
Curitiba	A	—	—
Guanambi	A	X	—
Natal	A	X	—
Petrolina/Pernambuco	A	X	—
Porto Velho	B	X	—
Recife	A	—	—
Rio de Janeiro	A	—	—
São Paolo	A	—	—
British Virgin Islands			
Road Town	A	—	—
Tortola	A	—	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Bulgaria			
Sofia	B	X	X
Burkina Faso			
Bobo-Dioulasso	C	X	—
Dori	E	X	X
Ouagadougou	C	—	—
Burundi			
Bujumbura	D	X	X
Bururi	C	X	X
Cankuzo	C	X	X
Gisozi	C	X	X
Gitega	C	X	X
Karuzi	C	X	X
Kayanza	C	X	X
Kirundo	E	X	X
Makamba	C	X	X
Muyinga	D	X	X
Ngozi	D	X	X
Ruyigi	C	X	X
Cambodia			
Battambang	E	X	X
◊Phnom Penh	D	X	X
Pursat	E	X	X
Rattanakiri	E	X	X
Siem Reap	E	X	X
Sisophon	E	X	X
Cameroon			
Yaoundé	B	X	—
Cape Verde			
Mindelo	C	X	X
Praia	C	X	X
Santo Antao (Antonio)	D	X	X
Central African Republic			
Bangui	D	X	X
Bossangoa/Soumbé	D	X	X
Kongbo	D	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Central African Republic *(continued)*			
M'boki	E	X	X
Obo	D	X	X
Yaloké	E	X	X
Chad			
Abéché	E	X	X
Ati	E	X	X
Bol	E	X	X
Lai	E	X	X
Mao	E	X	X
Mongo	E	X	X
N'Djamena	D	X	X
Sarh	D	X	X
Chile			
Santiago	A	—	—
China			
Beijing	B	—	X
Colombia			
Bogotá	B	—	—
Cartagena	A	X	—
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Brazzaville	E	X	X
Cook Islands			
Rarotonga	B	X	X
Costa Rica			
Liberia	A	X	—
San José	A	—	—
Côte d'Ivoire			
Abidjan	B	—	—
Bouaké	C	X	X
Danané	D	X	X
Guiglo	D	X	X
Odienné	D	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Côte d'Ivoire *(continued)*			
Tabou	D	X	X
Yamoussoukro	B	X	—
Croatia			
Knin	C	X	X
Osijek	C	X	X
Split	B	X	X
Zagreb	A	X	—
Cuba			
Havana	B	X	X
Cyprus			
Nicosia	A	—	—
Czech Republic			
Prague	A	X	—
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Bukavu	E	X	X
Goma	E	X	X
Kinshasa	D	X	X
Lubumbashi	E	X	X
Mbuji-Mayi	E	X	X
Uvira	E	X	X
Djibouti			
Ali-Sabieh	D	X	X
Dikhil	D	X	X
Djibouti	C	—	—
Tadjoura	D	X	X
Dominica			
Roseau	A	X	—
Dominican Republic			
Santo Domingo	A	—	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Ecuador			
Cuenca	B	—	—
Guayaquil	B	—	—
Loja	B	X	X
Otavalo	B	X	—
Quito	B	—	—
Egypt			
Alexandria	A	—	—
Cairo	A	—	—
El Arish	B	X	X
Giza	A	—	—
El Salvador			
San Salvador	B	—	—
Equatorial Guinea			
Acurenam	E	X	X
Bata	E	X	X
Ebebeyin	D	X	X
Malabo	E	X	X
Eritrea			
Asmara	C	X	X
Assab	D	X	X
Massawa	D	X	X
Tessenei	E	X	X
Estonia			
Tallinn	A	X	—
Ethiopia			
Addis Ababa	C	X	—
Assosa**	E	X	X
Awassa/Sidamo	D	X	X
Dese	D	X	X
Dire Dawa	D	X	X
Gambella	E	X	X
Gode	E	X	X
Gondar	D	X	X
Humera	E	X	X
Jijiga	E	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Ethiopia *(continued)*			
Mekele	D	X	X
Mizan	E	X	X
Nazareth	D	X	X
Fiji			
Suva	B	X	X
French Guiana			
St. Laurent	B	X	—
Gabon			
Essassa	C	X	X
Lebamba	C	X	X
Libreville	A	—	—
Moanda	C	X	X
N'Toum	C	X	—
Oyem	C	X	X
Port Gentil	B	—	—
Gambia			
Banjul	C	X	X
Gaza			
Gaza Town	D	X	X
Georgia			
Tbilisi	D	X	X
Ghana			
Accra	C	X	—
Ho	C	X	X
Takoradi	C	X	X
Grenada			
St. George's	A	—	—
Guatemala			
Barillas	D	X	X
Chiquimula	C	X	X
Cobán	C	X	X
Flores	C	X	X
Guatemala City	B	—	—
Huehuetenango	C	X	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Guatemala *(continued)*			
Playa Grande/Cantabal	D	X	X
Santa Cruz (Quiché)	D	X	X
Guinea			
Conakry	D	X	X
Dalaba	E	X	X
Dubreka	E	X	X
Forecariah	E	X	X
Guecke Jou	E	X	X
Kamsar	E	X	X
Kindia	D	X	X
Labé	E	X	X
Nimba	E	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bissau	E	X	X
Bisorra	E	X	X
Bubaque	E	X	X
Caboxanque	E	X	X
Catio	E	X	X
Contuboel	E	X	X
Gabu	E	X	X
Sidja	E	X	X
Guyana			
Georgetown	C	X	X
Haiti			
Port-au-Prince	D	—	X
Port-de-Paix	D	X	X
Honduras			
Candelaria	D	X	X
Comayagua	B	X	X
La Ceiba	B	X	—
Mapulaca	D	X	X
San Pedro Sula	B	X	—
Santa Rosa de Copan	B	X	—
Tegucigalpa	B	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Hong Kong, China			
Hong Kong, China	A	—	—
Hungary			
Budapest	A	—	—
India			
Bhopal	B	X	—
Bhubaneswar**	C	X	X
Calcutta*	C	X	X
Chennai* (Madras)	A	X	—
Gandhinagar*	C	X	X
Lucknow*	C	X	X
Mumbai (Bombay)	A	—	—
New Delhi	B	—	—
Indonesia			
Bogor	A	X	—
◊Jakarta*	B	—	—
Jayapura* (Irian Jaya)	D	X	X
Kupang**	C	X	X
Semarang	A	X	—
Surabaya**	A	X	—
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Kermanshah (Bakhtaran)	D	X	X
Mashad	D	X	X
Rasht	C	X	X
Tehran	C	X	X
Zahedan	D	X	X
Iraq			
Arbil/Kirkuk	D	X	X
Baghdad	D	X	X
Baqubah	D	X	X
Basrah	E	X	X
Dohuk	E	X	X
Mosul	D	X	X
Sulaymaniah	E	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Israel			
Tiberias	A	X	—
Jamaica			
Kingston	B	—	X
Port Antonio	A	X	—
Jerusalem			
Jerusalem	A	—	—
Jordan			
Amman	A	—	—
Kazakhstan			
Almaty	D	X	X
Kenya			
Dadaab	E	X	X
Kakamega	B	X	—
Kakuma	E	X	X
Liboi	E	X	X
Lokichokio	E	X	X
Mandera	E	X	X
Maralal	D	X	X
Mombasa	B	—	—
Nairobi	B	—	—
Kiribati			
Tarawa	C	X	X
Kuwait			
Kuwait City	B	—	—
Kyrgyzstan			
Bishkek	D	X	X
Osh	E	X	X
Lao People's Democratic Republic			
Luang Prabang**	E	X	X
Oudomxay	E	X	X
Savannakhet*	D	X	X
Sayaboury	E	X	X
Vientiane	C	X	X
Latvia			
Riga	A	X	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Lebanon			
Begaa-Baalbeck	C	X	X
Beirut	B	—	—
Naqoura	B	X	X
Lesotho			
Maseru	C	—	X
Mohale's Hoek	C	X	X
Oacha's Nek	D	X	X
Outhing	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Monrovia	E	X	X
Vahun	E	X	X
Libyan Arab Jamahiriya			
Benghazi	B	X	—
Sirte*	C	X	X
Souk El Khamis	B	X	X
Tripoli	C	X	X
Zawia	B	X	—
Lithuania			
Vilnius	A	X	—
Macau			
Macau	A	X	—
Madagascar			
Ambato-Boeni	D	X	X
Ambositra/Ambatolampy	C	X	X
Ambovombe	D	X	X
Anjozorobe	C	X	X
Antananarivo	C	—	X
Antsirabe	D	X	X
Antsiranana/Diego-Suarez	C	X	X
Antsirinala	C	X	X
Brickaville	C	X	X
Fenerive-Est	D	X	X
Fianarantsoa	D	X	X
Mahajanga (Majunga)	C	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Madagascar *(continued)*			
Miarinarivo	C	X	X
Morondava	D	X	X
Nosy-Be	C	X	X
Toamasina (Tamatave)	C	X	X
Tolanaro (Fort Dauphin)	D	X	X
Toliara (Tulear)	D	X	X
Malawi			
Blantyre	B	—	X
Lilongwe*	B	X	X
Makoka/Zomba	C	X	X
Malaysia			
Kuala Lumpur	A	—	—
Maldives			
Male	C	X	X
Mali			
Bamako	C	X	X
Bankas	E	X	X
Gao	E	X	X
Kayes	E	X	X
Kidal	E	X	X
Kita	E	X	X
Koulikoro	E	X	X
Mopti	D	X	X
Segou	D	X	X
Selingue	D	X	X
Sikasso	D	X	X
Tombouctou	E	X	X
Tonka	E	X	X
Malta			
Valletta	A	—	—
Mauritania			
Kiffa	E	X	X
Nouakchott	D	X	X
Mauritius			
Port Louis	A	—	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Mexico			
Campeche	A	X	—
Chetumal	A	X	—
Comitán	C	X	X
Mexico City	A	—	—
Micronesia (Federated States of)			
Chuuk Island (Truk)	C	X	X
Pohnpei Island (Ponape)	C	X	X
Mongolia			
Choibalsan**	E	X	X
Ulaanbaatar	E	X	X
Montserrat			
Montserrat**	C	X	X
Plymouth	A	X	—
Morocco			
Casablanca	A	—	—
Rabat	A	—	—
Settat	A	X	—
Tangiers	A	X	—
Mozambique			
Beira	D	X	X
Chimoio	E	X	X
Maputo	C	X	—
Nampula	D	X	X
Pemba	D	X	X
Quelimane	D	X	X
Tete	E	X	X
Myanmar			
Maungdaw	E	X	X
Yangon* (Rangoon)	C	X	X
Namibia			
Windhoek	A	X	—
Nepal			
Jhapa	D	X	X
Kathmandu	C	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Netherlands Antilles			
Aruba	A	X	—
Curaçao	A	X	—
Nicaragua			
Bluefields	E	X	X
León	D	X	X
Managua	C	—	—
Ocotal	D	X	X
Puerto Cabezas	E	X	X
Niger			
Agades	D	X	X
Bouza	E	X	X
Dakoro	E	X	X
Diffa	E	X	X
Dosso	D	X	X
Keita	D	X	X
Kollo	D	X	X
Mainesaora	E	X	X
Maradi	D	X	X
Mayahi	E	X	X
N'Guigmi	E	X	X
Niamey	C	X	X
Ouallam	D	X	X
Tahoua	D	X	X
Zinder	D	X	X
Nigeria			
Abuja	C	X	X
Bagauda	E	X	X
Bauchi	D	X	X
Calabar	C	X	X
Enugu	D	X	X
Gboko	C	X	X
Ibadan	D	X	X
Igbokoda	C	X	X
Ikot-Abasi/Uta Ewa	E	X	X
Ilorin	B	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Nigeria *(continued)*			
Jalingo	C	X	X
Jos	C	X	X
Kaduna	D	X	X
Karu Village	B	X	X
Koko/Oghaye	E	X	X
Lagos*	D	X	X
Minna (Niger State)	C	X	X
Oyo	E	X	X
Sokoto	C	X	X
Yola	B	X	—
Zaria	B	X	—
Oman			
Muscat	B	—	—
Salalah	B	X	—
Pakistan			
Dera Ghazi Khan	E	X	X
Islamabad	B	X	—
Lahore	B	X	—
Peshawar	D	X	X
Quetta	D	X	X
Rawalpindi	B	X	—
Saidu Sharif/Mingora	D	X	X
Panama			
Panama City	A	—	—
Yaviza	B	X	X
Papua New Guinea			
Arawa**	E	X	X
Madang	D	X	X
Port Moresby*	C	X	X
Paraguay			
Asunción	A	—	—
Peru			
Lima	B	—	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Philippines			
Cebu City	A	X	—
Cotabato City	B	X	X
Los Baños	A	—	—
Manila	A	—	—
Naga City	B	X	X
Puerto Princesa	B	X	—
Poland			
Warsaw	A	—	—
Qatar			
Doha	B	X	—
Republic of Korea			
Seoul	A	—	—
Republic of Moldova			
Chisinau	C	X	X
Romania			
Bucharest	B	—	X
Russian Federation			
Moscow	B	—	—
St. Petersburg	B	X	—
Vladikavkaz	D	X	X
Rwanda			
Kigali	E	X	X
Nyagatare	E	X	X
Saint Kitts and Nevis			
Basseterre	A	—	—
Saint Lucia			
Castries	A	—	—
Saint Vincent and the Grenadines			
Kingstown	A	X	—
St. Vincent-Grenadines	A	—	—
Samoa			
Apia	B	X	X
Sao Tome and Principe			
Sao Tome	D	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Saudi Arabia			
Al-Jouf (Sakaka)	D	X	X
Dhahran/Damman	B	X	—
Hakma	D	X	X
Jeddah	B	—	—
Rafha	D	X	X
Riyadh	B	X	X
Wadi Jizan (Gizan)	C	X	X
Senegal			
Dakar	A	—	—
Diourbel	C	—	—
Kolda	D	X	X
St. Louis	C	X	—
Thies	C	X	—
Seychelles			
Mahé/Victoria	A	X	—
Sierra Leone			
Freetown*	E	X	X
Singapore			
Singapore	A	—	—
Slovakia			
Bratislava	A	X	—
Slovenia			
Ljubljana	A	X	—
Solomon Islands			
Honiara	C	X	X
Somalia			
Adalei	E	X	X
Afgoi	D	X	X
Belet Uen	E	X	X
Berbera	E	X	X
Boosaaso (Bender Cassim)	E	X	X
Boroma	E	X	X
Brava	D	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Somalia *(continued)*			
Bur Dhubo	E	X	X
Hargeisa	E	X	X
Jalalaqsi	E	X	X
Jowhar	E	X	X
Kisimaio	E	X	X
Lugh	E	X	X
Mogadishu	E	X	X
Qoryoley	D	X	X
South Africa			
Giyani	A	X	—
Nelspruit	A	X	—
Phalaborwa	A	X	—
Pretoria	A	—	—
Sri Lanka			
Badulla	C	X	X
Colombo	C	—	—
Jaffna	E	X	X
Kilinochchi	E	X	X
Madhu	E	X	X
Mallavi**	E	X	X
Pesalai	E	X	X
Trincomalee	E	X	X
Vavuniya	E	X	X
Sudan			
El Fasher	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Juba	E	X	X
Khartoum	E	X	X
Kosti	E	X	X
Port Sudan	E	X	X
Wad Medani	E	X	X
Wau	E	X	X
Suriname			
Paramaribo	C	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Swaziland			
Mbabane	A	X	—
Syrian Arab Republic			
Aleppo	B	X	X
Camp Faouar	B	X	X
Damascus	A	X	—
El Hol	B	X	X
Palmyra	C	X	X
Tajikistan			
Dushanbe	E	X	X
Thailand			
Bangkok	A	—	—
Nakorn Panom	B	X	X
Sikhiu	B	X	—
Surin**	B	X	X
Trat** (Trad)	B	X	—
The former Yugoslav Republic of Macedonia			
Skopje	B	X	X
Togo			
Atakpamé	D	X	X
Dapaong	D	X	X
Kolokope	C	X	X
Kpalime	B	X	—
Lama Kara	C	X	X
Lomé	C	X	—
Sokode	D	X	X
Tokelau			
Fakaofo	D	X	X
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Centeno	A	—	—
Port-of-Spain	A	—	—
St. Augustine	A	—	—

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
Tunisia			
Tunis	A	—	—
Turkey			
Ankara	A	—	—
Istanbul	A	—	—
Konya	A	X	—
Turkmenistan			
Ashgabat	D	X	X
Uganda			
Adjumani	E	X	X
Arua**	E	X	X
Entebbe	C	X	X
Fort Portal/Mbarara	D	X	X
Gulu**	E	X	X
Kabale	D	X	X
Kampala	C	X	X
Kitgum**	E	X	X
Mbarara	D	X	X
Mweya	E	X	X
Pakelle/East Moyo	E	X	X
Ukraine			
Kiev	B	X	X
Simferopol	C	X	X
United Arab Emirates			
Abu Dhabi	B	—	—
Al-Ain	B	—	—
Dubai	B	—	—
Sharjah	B	X	—
United Republic of Tanzania			
Arusha*	C	X	X
Bukoba	D	X	X
Dar es Salaam	C	X	X
Dodoma	C	X	X
Hai	B	X	X
Iringa	D	X	X
Isaka	E	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
United Republic of Tanzania *(continued)*			
Karagwe	E	X	X
Kibondo**	E	X	X
Kigoma	E	X	X
Lushoto	D	X	X
Mbeya	D	X	X
Morogoro	C	X	X
Moshi	C	X	X
Mwanza	C	X	X
Ngara	E	X	X
Songea	D	X	X
Sumbawanga	D	X	X
Zanzibar	C	X	X
Uruguay			
Montevideo	A	—	—
Uzbekistan			
Tashkent	D	X	X
Termez	D	X	X
Vanuatu			
Port-Vila (Vila)	B	X	X
Venezuela			
Caracas	A	—	—
Viet Nam			
Ben Tre	E	X	X
Danang*	D	X	X
Dong Ha**	E	X	X
Dong Hoi	E	X	X
Ha Giang**	E	X	X
Ha Long	E	X	X
Hanoi*	C	—	X
Ho Chi Minh City	C	X	X
Ky Son	E	X	X
Quang Nam Danang	E	X	X
Tra Vinh**	D	X	X
Vinh City**	D	X	X

Duty station	*Category*	*Additional education grant travel*	*Additional shipment of personal effects*
West Bank			
East Jerusalem	C	X	X
Elsewhere in West Bank	C	X	—
Yemen			
Aden	D	X	X
Dhamar	E	X	X
Hodeidah	D	X	—
Maifaa	E	X	X
Marib	E	X	X
Sana'a	D	—	X
Seiyun	E	X	X
Socotra**	E	X	X
Ta'izz	E	X	X
Yugoslavia			
Belgrade	B	X	—
Kraljevo	B	X	—
Novi Sad	B	X	—
Podgorica	B	X	X
Pristina	C	X	X
Zambia			
Chipata	D	X	X
Lusaka	C	X	X
Mpulungu	D	X	X
Zimbabwe			
Bulawayo	A	—	—
Chambuta (Chipingi)	C	X	X
Harare	A	—	—
Masvingo	A	—	—
Mazowe River Bridge Camp	B	X	X
Mutare	A	X	—
Rushinga	B	X	X

* Denotes change in entitlement from previous year.

** Entitlements for this new/reactivated duty station effective 1 July 1998.

◊ Transitional classification.

Annex II

Field duty stations reserve list

(Effective 1 January 1999)

Afghanistan
- Khowst

Algeria
- Annaba
- Constantine
- Oran/Saida
- Rouiba
- Tizi-Ouzou

Angola
- Benguela
- Chibia

Argentina
- Bahia Blanca
- Pergamino
- Ramos Mejia
- Rosario
- Salta
- Trevelin

Bahrain
- Boodaya
- Jedhafs
- Muhurraq

Bangladesh
- Baghabarighat
- Barisal
- Bogra
- Chandpur
- Chittagong
- Chorasal
- Chouadanga
- Comilla
- Dinajpur
- Ghorasal
- Jessore
- Kaptai
- Khulna
- Meherpur
- Mymensingh
- Nawabganj
- Rajshahi

Bangladesh *(continued)*
- Rangamati
- Rangpur
- Sylhet

Benin
- Bodjecali
- Malanville

Bermuda
- Hamilton

Bhutan
- Damphu
- Deothang
- Gaylephug
- Gedu
- Lobeysa
- Mongar
- Paro
- Pelela
- Pemagatshel
- Phuntsholing
- Samchi
- Tashigang
- Wangdiphodrang

Bolivia
- Cobija
- Pando
- Trinidad
- Vallegrande

Botswana
- Francistown
- Ghanzi
- Kanye
- Kasane
- Lobatse
- Maun
- Selebepikwe
- Serowe

Brazil
- Barreiras
- Belém

Brazil *(continued)*
- Cuiaba/Mato Grosso
- Itajai
- Juiz de Fora
- Manaus
- Passo Fundo
- Penedo
- Piracicaba
- Pirassununga
- Porto Alegre
- Santarem
- São Jose dos Campos
- São Luis

Brunei Darussalam
- Bandar Seri Begawan

Burkina Faso
- Banfora
- Dedougou
- Diebougou
- Fada N'Gourma
- Gaoua
- Kaya
- Kompienga
- Koudougou
- Koupela
- Nazinga
- Ouahigouya
- Oursi
- Sapouy
- Tenkodogo
- Vallee du Sourou
- Ziniare
- Zorgho

Burundi
- Muramvya

Cambodia
- Kampot

Cameroon
- Bamenda
- Bertoua
- Buea
- Douala
- Ekona
- Garoua

Cameroon *(continued)*
- Kousseri
- Kumba
- Maroua
- Ngaoundéré
- Ntui

Cape Verde
- Espargos (Sal Island)
- Maio/Boa Vista

Cayman Islands
- Grand Cayman/Georgetown

Central African Republic
- Bambari
- Bamingui
- Bangassou
- Berberati
- Birao
- Boda
- Boganangone
- Bouar
- Boukoko/Dekoa
- Bozoum
- Grimari
- Ippy
- Kaga-Bandoro
- M'baiki
- Ndélé
- Paoula
- Sibut

Chad
- Bongor
- Kelo
- Moundou

Chile
- Antofagasta
- Arica
- Chillán
- Concepción
- Viña del Mar

China
- Fuzhou (Fujian)
- Suzhou
- Tianjin
- Wuchang, Jioudong

Colombia
- Cali
- Palmira

Comoros
- Anjouan
- Moheli

Congo
- Abala
- Boundji
- Djambala
- Djoue
- Djoumouna
- Ewo
- Impfondo
- Inoni Falaise
- Kindamba
- Kinkala
- Loubomo
- Madingou/Sibiti
- Makoua
- Mindouli
- Mossaka
- Mossendjo
- Olombo
- Ouesso
- Owando
- Pointe Noire

Cook Islands
- Aitutaki
- Atiu
- Mangaia
- Manihiki
- Mauke
- Mitiaro
- Nassau
- Pakapuka
- Penrhyn
- Rakahanga

Côte d'Ivoire
- Bondoukou
- Daloa
- Korhogo
- San Pedro

Democratic Republic of the Congo
- Aru
- Banana
- Bandundu
- Boma (Bas-Zaire)
- Bunia
- Butembo
- Dilolo
- Gbadolite
- Kananga
- Kikwit
- Kimpese
- Kisangani
- Kolo-Fuma
- Likasi
- Lisala
- Mbanza-Ngungu
- Moanda
- Yangambi

Dominican Republic
- Bani
- Puerto Plata
- San Francisco de Macoris
- Santiago

Ecuador
- Azogues
- Ibarra
- Riobamba

Egypt
- Al-Mombatah
- Aswan
- Bahareya Oases
- Beni Suef
- El Qusayr
- Ismailia
- Marsa Matrouh
- Nawzy Village
- Siwa-El-Layyan

El Salvador
- La Unión
- Morazán
- Puerto El Triunfo
- San Miguel

El Salvador *(continued)*
- San Vicente
- Sonsonate

Ethiopia
- Ambo
- Arba Minch
- Awara
- Bahir Dar
- Bako
- Buna Bedele
- Debrezeit
- Degehabour
- Dimma
- Harar
- Holetta
- Jimma
- Kobo/Wello
- Melka Werer
- Mettu
- Robi
- Wondogenet

Fiji
- Dreketi
- Labasa
- Lautoka

Gabon
- Cap Esterias
- Franceville
- Lambarené

Gambia
- Basse
- Farafeni
- Mansakonko
- Sapu

Ghana
- Akosombo
- Akwatia
- Bolgatanga
- Cape Coast
- Deboasi
- Donkorkrom (Odankawkrom)
- Dunkwa
- Elmina
- Koforidua
- Kumasi
- Mampong

Ghana *(continued)*
- Navrongo
- Numgua
- Prestea
- Sekondi
- Tamale
- Tarkwa
- Tema
- Wiawso
- Yeji

Guatemala
- Bethel-Petén
- Ixil
- Nebaj
- Nenton (Huehuetenango)
- Quetzaltenango
- Quiche
- Salcaja

Guinea
- Boké
- Dabola
- Foulaya
- Kaback
- Pita

Guinea-Bissau
- Bafata

Guyana
- Burma

Haiti
- Cap Haitien
- Cap-Terrin
- Chardonnières
- Fort Liberte
- Gonaives
- Gris-Gris
- Jacmel
- Jérémie/Dame-Marie
- Les Cayes
- Limbe
- Miragoane
- Petit-Goâve
- Port-Sonde/St. Marc
- Rendel

Honduras
- Choluteca
- Danli/El Paraiso

Honduras *(continued)*
- Mocorón/Wampusirpe
- San Marcos de O
- Siguatepeque

India
- Ambala
- Anand
- Bangalore
- Chandrapur
- Cochin
- Dehra Dun
- Erode
- Fursatganj
- Haldwani
- Hyderabad
- Jaipur
- Jullundur (Punjab)
- Kanpur (Uttar Pradesh)
- Ludhiana (Punjab)
- Nagpur
- Paloncha
- Patna
- Poona
- Raipur
- Solan
- Srinigar
- Trivandrum
- Ujjain
- Vishakhapatnam

Indonesia
- Ambon (Maluku)
- Asembagus
- Balikpapan
- Bandar Lampung
- Bandung
- Biak (Irian Jaya)
- Bontang
- Bukittinggi
- Curug
- Denpasar
- Galang
- Jepara
- Kendari
- Lombok (Sumbawa Is.)
- Madura Island
- Malang

Indonesia *(continued)*
- Manado
- Mataram
- Medan
- Padang
- Palembang
- Rimbo Bujang
- Samarinda
- Samboja
- Serui (Irian Jaya)
- Singkawang
- Solo (Surakarta)
- Sorong
- Tanjung-Pinang
- Tasikmalaya
- Ujung Pandang
- Yogyakarta

Iran (Islamic Republic of)
- Bandar Abbas
- Bushehr

Iraq
- Al-Khalis
- Nasiriya
- Ramadi
- Sweira

Jamaica
- Mandeville

Jordan
- Aqaba

Kenya
- Amolem/Katilu
- Banissa
- Bukura
- Eldoret
- Garfassa
- Kabete
- Kisii
- Kisumu
- Kitale
- Kwale
- Lamu
- Lanet
- Machakos/Katumani
- Malindi
- Malka-Daka
- Marigat

Kenya *(continued)*
- Marsabit
- Merti
- Mount-Kulal
- Moyale
- Mwea-Tebere
- Naivasha
- Nakuru
- Siakago
- Thika
- Turkana
- Walda

Kiribati
- Kiritimati

Lao People's Democratic Republic
- Dakchung
- Kasangkang
- Lao Ngam
- Mouang Nan
- Moung Hom
- Nam Tan
- Pakse
- Phalavek
- Phonhong
- Sekong
- Xyang-Khoang

Lebanon
- Chtaura/Zahle
- Qana
- Saida/Sidon
- Tel-Amara
- Tripoli
- Tyre (Sur)

Lesotho
- Berea-Teyateyaneng
- Butha-Buthe
- Leribe
- Mafeteng
- Mokhotlong

Liberia
- Gbarnga
- Gbedin (Nimba County)
- Harper (Maryland County)
- Saniquellie
- Suakoko/Gbargna
- Zwedru

Libyan Arab Jamahiriya
- Derna
- El Marj
- Jebel El-Akhdar
- Kufra
- Misurata
- Sebha

Madagascar
- Ambatolampy
- Ambatondrazaka (Lac Al)

Malawi
- Chikwawa
- Dedza
- Domasi
- Liwonde
- Mangochi
- Mkondezi
- Monkey Bay
- Mponela
- Mzuzu
- Ngabu
- Nkhata Bay
- Nsanje
- Ntchewu
- Ntchisi

Malaysia
- Alor Setar
- Bangi
- Besut (Terengganu)
- Ipoh
- Kota Bahru
- Kota Kinabalu
- Kuala Terengganu
- Kuching
- Petaling Jaya
- Port Kelang
- Sandakan
- Sepilok
- Serdang
- Terolak

Maldives
- Feridhoo

Mali
- Banamba
- Nara Est (Sokolo)
- San

Mali *(continued)*
- Tessalit

Mariana Islands
- Saipan

Marshall Islands
- Majuro

Mauritania
- Aioun
- Atar
- Bassikounou
- Boutilimit
- Foum-Gleita
- Kaedi
- Kankossa
- Nema
- Nouadhibou
- Rosso
- Selibaby

Mauritius
- Ile Rodrigues

Mexico
- Enseñada
- Martinez de la Torre
- Mazatlan
- San Cristóbal Las Casas
- San Luis Potosi
- Tuxtla Gutiérrez

Micronesia (Federated States of)
- Kosrae Island (Lelu)
- Yap Island

Morocco
- Agadir
- Azilal
- Er-Rachidia
- Marrakech
- Ouarzazate
- Zagora

Mozambique
- Catandica
- Chibuto
- Chokwe
- Espungabera
- Inhaca Island
- Inhambane
- Lichinga
- Machipanda

Mozambique *(continued)*
- Mandimba
- Marromeu
- Maxixe
- Milange
- Mocuba
- Muabasa
- Mutarara
- Namaacha
- Namapa
- Songo
- Ulongwe
- Umbeluzi
- Vila de Manica
- Xai-Xai

Myanmar
- Falam
- Kengtung
- Magwe
- Mandalay
- Meiktila
- Moulmein
- Mudon
- Pakokku
- Prome
- Pyu
- Sagaing
- Syriam
- Tachilek
- Yezin

Nauru
- Nauru

Nepal
- Betrawati
- Bhairawa
- Biratnagar
- Birganj
- Charikot
- Dadeldhura
- Damauli-Tanahu
- Dhangahi
- Dhulikhel
- Gorkha
- Hetauda
- Ilam
- Lahan

Nepal *(continued)*
- Lamidanda
- Malangawa
- Nepalgunj
- Phidim
- Pokhara
- Sanfe Bagr
- Silgarhi-Doti/Rajpur
- Surkhet
- Syangja
- Tamghas

Netherlands Antilles
- Bonaire
- Saba

New Caledonia
- Noumea

Nicaragua
- Esteli
- Matagalpa
- Quilali
- Rivas
- San Carlos

Niger
- Bilma
- Birni N'Konni
- Dogondoutchi
- Madaoua
- Maibaza
- Say
- Tarna
- Tillabery

Nigeria
- Akure (Ondo State)
- Aluu
- Auchi
- Baga
- Bida (Niger State)
- Buguma
- Epe
- Ikot-Abasi
- Ile-Ife
- Kano
- Maiduguri
- Makurdi
- Mokwa
- New Bussa

Nigeria *(continued)*
- Ngala
- Oron (Cross River State)
- Oshogbo
- Owerri
- Port Harcourt
- Vom

Pakistan
- Abbotabad
- Azad Kashmir (Muzaffargarh)
- Bahadurnagar
- Dera Ismail Khan
- Dokri
- Faisalabad
- Gilgit
- Gurjanwala
- Haripur/Hazara
- Hyderabad
- Karachi
- Mirpur
- Multan
- Muzaffarabad
- Okara
- Sakrand
- Sukkur
- Tando Jam
- Tarbela

Palau
- Koror

Papua New Guinea
- Aitape
- Alotau
- Ambunti
- Angoram
- Ayura
- Baimuru
- Bainyik
- Balimo
- Bensbach
- Erap
- Goroka
- Kainantu
- Kavieng
- Kikori
- Kiunga
- Lae

Papua New Guinea *(continued)*
- Lake Murray
- Mount Hagen
- Popondetta
- Rabaul
- Silua (SNI)
- Tari
- Wabo
- Wau
- Wewak
- Yonki

Paraguay
- Filadelfia

Peru
- Arequipa
- Ayacucho
- Cajamarca
- Cuzco
- Huamachuco
- Huancayo
- Huanuco
- Huaraz
- Iquitos
- Moyobamba
- Pucallpa
- Puno
- Quillabamba
- Tacna
- Tingo Maria

Philippines
- Albay
- Baguio
- Baler
- Batac
- Cagayan de Oro
- Davao City
- Guinobatan
- Laguna
- Legaspi City
- Morong
- Munoz
- Musuan, Bukidnon
- Pagbilao
- Pisat, Cagayan
- San Fernando
- Surigao City

Philippines *(continued)*
- Tigbauan
- Zamboanga

Rwanda
- Butare/Gikongoro
- Gisenye
- Gitarama
- Ruhengeri

Saudi Arabia
- Abha
- Al Hofuf
- Najran
- Qasim
- Tabarjal
- Taif
- Wadi Dawasir

Senegal
- Bakel
- Bambey
- Fanaye
- Fatick
- Kaolack
- Linguere
- Louga
- M'Bour
- Matam
- Mbacke
- Nianga/Guede
- Nioro du Rip
- Podor
- Richard Toll
- Rufisque
- Ziguinchor

Seychelles
- Praslin

Sierra Leone
- Bo
- Bununba
- Kabala
- Kambia
- Kenema
- Makeni
- Mattru-Jong
- Mile 91/Magbosi
- Moyamba
- Njala

Sierra Leone *(continued)*
- Port Loko
- Pujehun
- Rokupur
- Shenge
- Zimmi

Somalia
- Burao
- Garba Hare
- Kurtunwaary
- Merca/Shalambot
- Zeilah

South Africa
- Johannesburg

Sri Lanka
- Anuradhapura
- Aralaganwila
- Bandarawela
- Batalagoda
- Diyatalawa
- Kalutara
- Kandy
- Maha Illuppallama
- Mannar
- Matale
- Minneriya
- Peradeniya
- Pulmoddai
- Tambuttegama
- Uda Walawe

Sudan
- Ad Damer
- Atbara
- Bakht-er-Ruda
- Bilinyang (including Mafao)
- Bor
- Dongola
- Ed Debba
- Ed Dueim
- El Gedaref
- El Geneina
- Es Subagh
- Hag Abdalla
- Halima
- Idd El Ghanam
- Kadugli

Sudan *(continued)*
- Kapoeta
- Kassala
- Kazgail
- Malakal
- Marial Bai
- Maridi
- Mohamed Gol
- Nyala
- Panyagor/Kongor
- Sennar
- Shangal Tobaye
- Sinkat
- Torit
- Um Kaddada
- Yambio
- Yei
- Zalingei

Swaziland
- Big Bend
- Kwaluseni
- Luyengo
- Malkerns
- Manzini
- Pigg's Peak

Syrian Arab Republic
- Dara'a
- Deir-ez-Zor
- Hama
- Homs
- Idleb
- Jableh
- Kadmus
- Kamishly
- Lattakia
- Raqqa
- Tartus

Thailand
- Aranyaprathet
- Ban Kaeng
- Bangsaen
- Chanthaburi
- Chiang Mai
- Chiankham
- Chiankhan
- Hat Yai

Thailand *(continued)*
- Kalasin
- Khao Kho
- Korat (Nakorn Rat Province)
- Korat Chonuri
- Loei
- Nan
- Nongkhai
- Phanat Nikhom (Chonburi)
- Phu Wiang
- Phuket
- Songkhla
- Surat Thani
- Udon Thani

Tunisia
- Beja
- Bizerte
- Gabes
- Kairouan
- Medenine
- Sidi Bouzid
- Soliman
- Tozeur

Turkey
- Adana
- Cankiri
- Corum
- Diyarbakir
- Erzurum
- Eskischir
- Kemer/Antalaya

Tuvalu
- Funafuti

Uganda
- Kotido
- Masaka
- Masindi
- Mbale
- Moroto
- Moyo
- Nyabyeya
- Semuto
- Soroti

United Arab Emirates
- Digdaga (Ras Al Khaimah)
- Khorfakkan
- Um Al Qaiwain

United Republic of Tanzania
- Babati
- Bulongwa
- Dakawa
- Igurusi
- Ilonga
- Kilosa
- Liti
- Mafinga
- Makete
- Mbinga
- Mlingano
- Mto-Wa-Mbu
- Mtwara/Naliendele
- Musoma
- Rukwa
- Shinyanga
- Singida/Mitwau
- Soliway Village
- Tabora
- Tanga
- Tengeru
- Tumbi
- Tunduru
- Ukiriguru
- Wete-Pemba

Uruguay
- San José

Vanuatu
- Efate/Luganville
- Espiritu Santo
- Isangel/Tanna
- Malakula

Viet Nam
- Ben Me Thuot
- Can Tho
- Haiphong
- Hue City
- Moc Chau

Viet Nam *(continued)*

- Nha Ho/Phan Rang
- Nha Trang
- Quy Nhon

Yemen

- Dar Saad
- El-Kod
- Giar
- Lahej
- Mudiyah/Lodar
- Nishtun
- Saber
- Surdud
- Wadi Beihan/Nuqub
- Zabid

Zambia

- Balmoral
- Buleya Malima
- Chapula
- Chilanga
- Choma
- Kabwe

Zambia *(continued)*

- Kasama
- Kitwe
- Kitwe/N'Dola
- Livingstone
- Lutale
- Mansa
- Mazabuka
- Mbala
- Mongu
- Monze
- Mount Makulu
- Mpika
- Msekera
- Mutanda
- N'Dola
- Nanga
- Solwezi

Zimbabwe

- Binga
- Chinhoyi
- Gweru
- Mazowe

Annex III

Duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying family members as at 1 January 1999

Afghanistan
Albania
Algeria
Angola
Armenia
Azerbaijan
Bangladesh
Belize
Benin
Bhutan
Bolivia
Bosnia and Herzegovina
Burkina Faso
Burundi
Cambodia
Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo
Cuba
Democratic People's Republic of Korea
Democratic Republic of the Congo
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Georgia
Ghana
Guatemala
Guinea
Guinea-Bissau
Guyana
Haiti
Honduras
Iraq
Kazakhstan
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Liberia
Libyan Arab Jamahiriya
Madagascar
Malawi
Maldives
Mali
Mariana Islands
Marshall Islands
Mauritania
Micronesia (Federated States of)
Mongolia
Mozambique
Myanmar
Nepal
Nicaragua
Niger
Nigeria
Pakistan
Papua New Guinea
Republic of Moldova
Romania
Rwanda
Samoa
Sao Tome and Principe
Senegal
Sierra Leone
Solomon Islands
Somalia
Sudan
Suriname
Tajikistan
The former Yugoslav Republic of Macedonia
Togo
Tokelau
Tonga
Turkmenistan
Tuvalu
Uganda
United Republic of Tanzania
Uzbekistan
Vanuatu
Viet Nam
Yemen
Yugoslavia
Zambia

United Nations ST/IC/1999/13

Secretariat

9 February 1999

Information Circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review of claims for dependency benefits for 1998****

1. The purpose of the present circular is to inform staff members at Headquarters and the staff of United Nations information centres, the International Criminal Tribunal for Rwanda and field missions of the manner in which the review of their entitlements to dependency benefits for 1998 will be conducted.

2. In the light of the delegation of authority granted by administrative instruction ST/AI/1999/1 to all departments at Headquarters in matters of dependency benefits, a review of the dependency questionnaires (form P.84) will be undertaken for the first time this year at the level of each Executive or Administrative Office. These offices will now be responsible for the administration of their staff members' requests for benefits.

Submission of claims

3. Staff members who were in receipt of a dependency benefit in 1998 will receive from their Executive or Administrative Office a dependency questionnaire (form P.84), which they are requested to submit and **return to the same Office**, with the requisite supporting documentation, by 30 April 1999, in order to substantiate their entitlement to the benefits received.

4. However, as in past years, staff members serving in the Liaison Offices and at the International Criminal Tribunal for Rwanda should submit their P.84 forms to the Overseas Cluster of the Operational Services Division of the Office of Human Resources Management (Room S-2435A). Similarly, staff members assigned to United Nations peacekeeping missions and those serving in an established mission should submit their questionnaires to the Personnel Management and Support Service of the Field Administration and Logistics Division of the Department of Peacekeeping Operations (Room S-2280) and to the personnel office of the parent duty station, respectively.

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* Expiration date of the present information circular: 31 January 2000.

** *Personnel Manual* index No. 3340.

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5. The form will contain the information recorded for each staff member in the Integrated Management Information System. Staff members are requested to review that information carefully, make any necessary corrections and certify the accuracy of the information contained in the form.

6. When it is necessary for support payments to be documented, as explained below, the following will be considered as acceptable proof: original cancelled cheques, money order receipts, wire transfer receipts and original records of bank transactions.

Types of dependency benefits

7. Dependency benefits may be paid on account of a dependent spouse, a dependent child or children, or a secondary dependant. For ease of reference, a dependent spouse, child or children, will be referred to in this circular as "primary dependants". A "secondary dependant" may be the mother, father, brother or sister of the staff member of whose financial support the staff member provides one half or more and, in any case, at least twice the amount of the relevant dependency allowance.

8. Staff members in the Professional category and above and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, who may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly. The rates applicable for 1998 are contained in information circular ST/IC/1997/3 and Corr.1.

9. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, who may be a spouse or a child or children. The amounts are set out in the local salary scales, as periodically revised, which are established for every duty station.

10. Dependency benefits on account of disabled children will be paid in accordance with the provisions of administrative instruction ST/AI/366 and Amend.1 of 28 September 1990 and 20 January 1993, respectively.

11. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional category and above and in the Field Service category. For staff in the General Service and related categories, the benefit will be paid in the amount set out in the local salary scales, as periodically revised, which are established for every duty station.

Claim for dependent spouse

12. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose in paragraph (a) of staff rule 103.24. In New York, the earnings limit for 1998 was US$ 29,636 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level). For 1999, the earnings limit in New York will be $30,088. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving at any duty station, the limit may not be less than the equivalent of the G-2, step I, gross salary for New York. All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

13. Pension and/or investment income is not considered occupational earnings and, accordingly, is not taken into account in determining a staff member's eligibility for the dependent spouse benefit.

14. When the spouse's gross occupational earnings are less than the sum of the earnings limit and the appropriate dependency benefit, an adjusted dependency benefit for a spouse may be paid to (a) staff members in the Professional category and above and in the Field Service category who have **no dependent children**, and (b) staff members in the General Service and related categories, **with or without dependent children**. The adjusted benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

Required documentation

15. Staff members who received a dependent spouse benefit for 1998 should submit proof of their spouse's gross occupational earnings for that year. A W-2 form, tax return or statement of earnings from the spouse's employer are acceptable proof of those earnings.

Claim for dependent child or children

16. The conditions for recognition of a dependency benefit on account of a child or children of the staff member are set out in paragraph (b) of staff rule 103.24 and administrative instruction ST/AI/278/Rev.1 of 25 May 1982.

17. A dependent child is a child for whom the staff member provides main and continuing support. A dependent child may be a natural child, a legally adopted child or a stepchild if the stepchild resides with the staff member. The child must be under the age of 18 years or, if in full-time attendance at school, university or similar educational institution, under the age of 21 years.

18. If legal adoption is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, a child may nevertheless be recognized as a dependant if the following conditions are met:

(a) The child resides with the staff member;

(b) The staff member can be regarded as having established a parental relationship with the child;

(c) The child is not a brother or sister of the staff member;

(d) The number of children for whom dependency benefits are claimed in cases where legal adoption is not possible does not exceed three.

19. The age and school attendance requirements indicated in paragraph 17 above are waived if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration (see ST/AI/366).

20. If a staff member or his/her spouse received in 1998 a dependency benefit in the form of a government grant in respect of a child, the staff member is requested to report the total amount of the grant received in respect of each child, the country from which the grant was received and the currency of the grant (if other than United States dollars). The amount of the grant will be subtracted from any dependency benefit payable by the United Nations on account of the dependent child or children.

21. When a child previously recognized as a dependant marries, the staff member has the responsibility to give written notice to the Office of Human Resources Management or the relevant personnel office. If the staff member continues to claim the child as a dependant,

documentary evidence of support satisfactory to the Secretary-General will be required to substantiate the claim.

22. Staff members in the Professional category and above and staff in the Field Service category are no longer required to submit proof of their spouse's occupational earnings in order to claim a dependency benefit on account of one or more children when the spouse is not claimed as a dependant.

Required documentation

23. The following table summarizes the documentation required as evidence of a staff member's entitlement to a dependent child benefit for 1998:

For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
For a child under the age of 18 who resides with the staff member	No additional documentation required.
For the child(ren) of a staff member who is not the custodial parent	Original or certified copy of divorce decree or other court document specifying the amount of child support to be paid by the staff member plus proof of payment in the year concerned in the form of original cancelled cheques, money orders or wire transfer receipts, or bank transactions. The amount of payments should be at least the amount of court-ordered child support, or the amount of the child dependency benefit, whichever is higher. In the absence of a court document, a notarized affidavit from the custodial parent attesting that the staff member provided continuing support and specifying the amounts paid during 1998.
For a child between the ages of 18 and 21*	Staff members who were not in receipt of an education grant should submit a completed form P.41/B (certificate of school attendance) for the school year 1997/98. The determination for 1999 will be provisional pending submission of the same form for the 1998/99 school year. Where the school year coincides with the calendar year, form P.41/B should be submitted for 1998. No additional documentation is required for a child for whom the staff member received an education grant for the academic year 1997/98 and an education grant advance for 1998/99. The requisite forms are available from the executive/administrative offices at Headquarters and the local personnel offices.

* Dependency status is recognized through a period of vacation between school years when the child enrols for full-time attendance after the vacation. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution.

Secondary dependants

24. Paragraph (d) of staff rule 103.24 defines a secondary dependant as the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance. In order to be recognized as a dependant, a brother or sister must fulfil the age and school attendance requirements for a dependent child, which are recalled in paragraph 17 above, unless the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

Required documentation

25. At the time of establishment of an entitlement to a secondary dependant benefit, staff members should submit in person the original or certified true copy of the birth certificate or passport of the secondary dependant together with their own written statement that the secondary dependant relies upon the staff member for financial support and that the staff member provides one half or more of the dependant's support and, in any case, at least twice the amount of the dependency allowance. If the secondary dependant does not reside with the staff member, the staff member should also submit evidence of a pattern of support payments made to the dependant.

26. As previously announced in information circular ST/IC/1998/16 of 30 March 1998, the following documentation is required for 1998 and will be required for all subsequent years:

(a) If the secondary dependant resided with the staff member during 1998, no documentation will be required other than the certification of support on the P.84 form;

(b) If the secondary dependant did not reside with the staff member during 1998, the staff member will be requested to submit proof of all payments made during that year, in the form of original cancelled cheques, money order receipts, wire transfer receipts or record of bank transactions.

Important reminders to staff members

27. Paragraph (c) of staff rule 103.23 and paragraph (b) of staff rule 104.4 place upon staff members the responsibility to notify the Secretary-General in writing of any changes in their marital status or the status of their dependants. For that purpose, staff members are required to inform their Executive or Administrative Office promptly or the relevant personnel office of changes in the composition of their family or any other change affecting their entitlement to dependency benefits, including in those cases where a child between the ages of 18 and 21 ceases to be in full-time attendance at an educational institution.

28. Audits of dependency claims are conducted from time to time. Staff members are requested to keep complete records justifying their claims of dependency benefits for at least five years.

29. Information provided on the P.84 form and supporting documentation will be reviewed to verify staff members' continued entitlement to dependency benefits. For those staff members who do not submit the requisite documentation by 30 April 1999, discontinuance of the benefit and recovery of any overpayment will result. Prior to the recovery of any overpayment, and in accordance with normal procedures, staff members will be advised in writing of the decision to recover, and of the reasons for that decision. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is

recovered. In instances where the duration of the staff member's contract does not allow a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate sufficient to recover the full amount by the contract expiration date.

30. False certification of the information contained in form P.84 or misrepresentation of facts related to a claim for dependency benefits will lead to disciplinary action.

United Nations ST/IC/1999/14

Secretariat

9 February 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Guidelines for ergonomic workstations and work with computers**

1. The purpose of the present guidelines is to provide information on key issues in arranging computer equipment and healthy, safe and efficient use of computer systems, and to update previous guidelines issued on this subject. It reflects the findings of recent studies that assess the risk potential of interaction between the user and computer equipment within the work environment.

A. Ergonomics

2. Ergonomic considerations are often complicated by the physical size and characteristics of the operators and the availability of appropriate furniture and space, which to a great extent depends on the existence of financial resources. However, the correct use and arrangement of equipment, furniture, posture and lighting are critical to the health and well-being of the users.

1. Equipment

3. All modern office computer equipment is furnished with detachable keyboards, which are fundamental requirements for an ergonomically acceptable workstation. If a mouse is used routinely, it should be as close as possible to the keyboard and at the same height or slightly higher.

4. Monitors should be fully adjustable so that the user may tilt and rotate them. Screen brightness and contrast should be adjustable. The image should not flicker and the entire display should be in sharp focus. Multicolour monitors with screens 14 inches in size should be the standard equipment. When special tasks are involved, high-resolution monitors with bigger screens, or monochrome monitors are recommended. Text-processing software that displays black characters on light background is encouraged.

2. Furniture

5. Existing desks, tables and regular office chairs may be appropriate for occasional computer users, e.g., about 30 per cent of the full work day. Otherwise, specially designed height-adjustable workstations and chairs should be installed whenever possible. Because each individual user has unique physical proportions, exact measurements of distances and height cannot be recommended. However, the adjustability of the workstation may help operators to maintain the proper posture.

6. Workstations should have independent height adjustments for keyboards and monitors. Keyboard surfaces should generally range in height from 25 to 30 inches above the floor, and the monitor platform height from 32 to 37 inches above the floor. The area of a work surface should be large enough to fit the computer equipment and all associated materials and have a non-reflective surface. Space for legs and feet should be at least 27 inches deep and 27 inches wide. Tables should be at least 32 inches deep, with ample storage space to avoid twisting the body when reaching for things.

* The present circular will be in effect until further notice.

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7. Chairs should be fully adjustable. Seat height should range from 16 to 22 inches above the floor so users can firmly place their feet on the floor. If necessary, a footrest may be used. The seat size should be at least 18 inches wide and 15 to 17 inches deep. Approximately 4 inches of clearance should be kept between the seat front and the back of the knees. The front edge of the seat should have a waterfall edge to reduce stress to the legs. The seat depth should permit the lumbar area to contact the seat back and should avoid pressure at the back side of the lower legs. The back of the chair should be contoured and support the lumbar region. The backrest should give 6 to 9 inches of support, be centred 6 to 10 inches above the seat and be at the minimum 12 inches wide. The seat angle should be adjustable 0 to 10 degrees to allow positioning in a forward slant (hips higher than knees) when working in a forward arm position. The backward tilt of the seat back should range from 90 to 105 degrees. The chair should have casters appropriate for the floor surface, especially if the user has to get up and move around frequently.

8. A document holder adjusts the height and tilt angle, so that a document is in the same plain as the user is viewing. If the user looks at the screen while typing, a document should normally be in a vertical position next to the screen. If the user looks at the keyboard, a document should be flat on the desk or between the keyboard and the monitor. Printers should be located on a separate stand or table.

3. Posture

9. Proper posture is crucial for good ergonomics. The head should be kept directly over the shoulders, without straining forward or backward, and 18 to 30 inches from the screen. The height of the monitor should allow positioning the eyes at the level of the screen or lower, at an angle of approximately 15 to 20 degrees. Operators who wear eyeglasses with bifocal corrective lenses will usually need a lower monitor position or should obtain other glasses for computer use. The neck should be elongated and relaxed, with a flexion of less than 15 degrees. Shoulders should be kept down, with the chest thrust forward. The back should be upright or inclined slightly forward from the hips to maintain the natural curve of the lower back. The angle between the upper legs and the spine should be greater than 90 degrees. The chair's height or backrest position should be altered to maintain this angle. A back cushion may be used for additional back support, when needed. The elbows should be relaxed at about a 90 degree angle between the upper arm and forearm. The chair should be raised if this angle is less than 90 degrees, or the seat lowered if the angle is greater than 90 degrees. The elbows should be kept close to the sides of the body to minimize the sideways bending of the wrist. The wrists should be relaxed and in the neutral position, without flexing them up or down (the fingers are gently curved).

10. The keyboard should be flat or slightly tilted down and at or just below elbow level. If the keyboard is positioned properly, both wrists should be able to rest in a neutral position comfortably on the support surface. The computer keys that are further away should be reached with the entire arm, starting from the shoulder rather than the wrist. During active keyboard activity, the wrists should not be "anchored" to the support surface. The fingers should not be strained. It is of benefit to avoid unnecessary tension of muscles and tendons. Wrist rest pads may not be necessary if the furniture is adjusted and the posture is right. The knees should be kept slightly lower than the hips. The chair should be sloped a bit forward to facilitate the proper hip position.

4. Illumination

11. The level and type of illumination should vary with the tasks performed. Eliminating reflections and controlling glare and contrast is extremely important. Anti-glare screens may be suggested to increase comfortable illumination. Overhead fluorescent lighting, slightly lateral to the visual display unit (VDU), is most comfortable. If special work tasks require desk lights, they may be provided, taking into consideration the nature of the work, available desk space and safe and reliable wiring. Brightness and contrast on the screen must be properly adjusted.

12. The screen itself should be tilted and rotated to suit the lighting conditions in the office and to reduce glare. The screen or the back of the VDU should not be placed directly facing windows. Ideally, the monitor should be oriented so that it is at a perpendicular line with the windows and rows of lighting fixtures. The windows should be covered with drapes or blinds to prevent direct sunlight. The walls should be dark or pastel colours, with the matte finish less than 50 per cent reflective.

B. Eye health

13. According to the available scientific literature, there is no evidence to suggest that work with VDUs causes permanent vision damage. However, computer users may report certain visual symptoms. These symptoms may result from predisposed conditions or bad ergonomics. A periodic

eye examination with an ophthalmologist may help to uncover and correct any pre-existing eye conditions.

14. To promote greater visual comfort while working with VDUs an operator should take visual breaks. To rest the eyes, turn them away from the screen and look at something at least 25–30 feet away, blink several times, or close the eyes and relax. While working with computer monitors, people tend to blink less, and this may cause dry eyes, redness and a burning sensation. Visual breaks help to alleviate this problem. Sometimes artificial lubricants to supplement the eye's natural tears are of additional help.

15. The Medical Services Division provides regular visual acuity exams in conjunction with routine medical examinations. In addition, an ophthalmologist visits the Division periodically, and every staff member working with a VDU can make an appointment for an eye examination by calling extension 3–7080.

C. Work arrangements

16. Staff members whose job requires the use of computers most of their work day should arrange their job content rationally. Computer work should be alternated with any task or activity that provides free body movement and opportunity to rest the eyes. According to recent studies, five-minute breaks after 40 minutes of work are generally more effective than one long break. Supervisors should encourage staff to take such breaks. *It is strongly advised to use these breaks for body exercises, stretching the wrists and the arms, as well as for eye rest.*

17. Computers allow for greater work production at a faster pace and, aside from physical problems, may cause negative stress and nervousness among untrained or poorly trained operators. Proper training of staff in ergonomics and the use of computer equipment and software is essential to avoid these problems.

18. Training in basic software applications used in the United Nations is available through the Staff Development Services of the Office of Human Resources Management. The Medical Services Division coordinates lectures and seminars on ergonomics at the workplace and related subjects.

D. Video display units and electromagnetic fields

19. Many computer users have expressed concern about the health effect from the electromagnetic fields generated by VDUs. The present section of the guidelines provides brief information on electromagnetic fields associated with VDUs.

1. General information

20. All kinds of electric equipment, including VDUs, emit electromagnetic fields often referred to as "radiation". Electromagnetic fields also occur naturally, for example, by the magnetic field of the Earth, cosmic rays and sunlight.

2. High frequency electromagnetic fields

21. X-rays are produced inside a monitor's cathode ray tube. Modern VDUs are shielded and designed so that the levels of X-ray emission are not measurable above natural background radiation. The intensity of ultraviolet emission from a monitor screen is extremely low. It is lower than that from fluorescent lights, and much lower than that from the sun. Therefore, high frequency electromagnetic fields cannot cause any harmful effect on the health of a monitor user and do not call for any special precautions.

3. Very low and extremely low frequency electromagnetic fields

22. Very low and extremely low frequency electromagnetic fields are generated not only from the screen, but also from the sides, the back and the top of a monitor. The density of these fields decreases dramatically with distance. Readings at 25–30 inches from the monitor are usually close to the natural background level. This spectrum of electromagnetic fields has been studied for many years in order to find out if there is any association between very low and extremely low frequency electromagnetic fields and malignancies. Studies conducted among workers of power plants to determine whether very low and extremely low frequency electromagnetic fields may be considered as a risk factor for cancer have been inconclusive. The operation of VDUs has never been reported as being related to increased incidence of neoplastic diseases or increased risk of miscarriage and birth defects.

23. Any questions regarding workplace ergonomics, computer operation and health issues should be addressed to the Medical Services Division of the Office of Human Resources Management, extension 3–7080.

24. The present information circular supersedes circulars ST/IC/84/18 and ST/IC/84/18/Amend.1.

United Nations

ST/IC/1999/15

Secretariat

9 February 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations Staff Relief Committee for Victims of the Earthquake in Colombia**

1. On 25 January 1999, a deadly earthquake struck Colombia, leaving its coffee-growing cities of Armenia, Calarcá and Pereira in ruins and killing at least a thousand people, injuring over 6,000 and leaving many thousands homeless.

2. The lack of drinking water and hygiene facilities and the decomposition of bodies buried under the debris have created a serious public health problem. International relief has provided assistance to this catastrophe but there is still a tremendous need for help to bring back normal life to these cities.

3. With the approval of the Secretary-General and the support of the Staff Committee, the United Nations staff at Headquarters have formed the United Nations Staff Relief Committee for Victims of the Earthquake in Colombia to collect donations from staff at large to assist the victims of this devastating earthquake. The Committee is chaired by Rodrigo Segura-Morales (S-3020D, ext. 3-1145). The Treasurer is Ingeborg Möller-Rizo (SA-B30, voicemail 3-9000, ext. 7-0100). The Committee's focal points are as follows: Magdiela Garza (S-2935A, ext. 3-2334), Nubia Soto (DC1-0821, ext. 3-8561), Alba Castrillón (UNDP, DN-1540, ext. 4-6534), Maria Teresa Rosanio (UNICEF, T-2527, ext. 5-6572), Louis Garcia (UNDP, FF-524, ext. 4-5146) and Michael Negash (UNDP, FF-503, ext. 4-5172). The liaison member from the United Nations Staff Council is Ferdinand Lyn (S-525E, ext. 3-3802).

4. Starting Tuesday, 16 February 1999, contributions in cash will be collected by authorized staff members on behalf of the Committee. All proceeds will be donated through an appropriate relief agency.

5. Contributions may also be made by cheque payable to the United Nations Staff Relief Committee for Victims of the Earthquake in Colombia, addressed to the Treasurer, Ingeborg Möller-Rizo, Room SA-B30, or deposited at the United Nations Federal Credit Union, account No. 415430-1 (UNSRC/CCC Victims of the Earthquake in Colombia). Volunteers are requested to help in the collection of contributions for this worthy cause. If you can help, please contact the Chairperson.

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* Expiration date of the present information circular: 26 February 1999.

99-03480 (E) 110299

United Nations ST/IC/1999/16

Secretariat

22 February 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the 1999 Field Service Promotion Review Panel****

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by, the Field Service Staff Union, has approved the following staff members to serve as members and alternate members of the 1999 Field Service Promotion Review Panel. The term of membership will be for one year, from 16 February 1999 to 15 February 2000.

2. The composition of the Panel was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff-Management Coordinating Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Panel remain as members of the new Panel for purposes of continuity.

Members

Mr. Edilberto Chiong***	United Nations Interim Force in Lebanon
Mr. Dmitri Dovgopoly	Office of Central Support Services Department of Management
Mr. Kenneth Eriksson***	Field Administration and Logistics Division Department of Peacekeeping Operations
Ms. Hazelien Featherstone	Office for Programme Planning, Budget and Accounts Department of Management
Ms. Karin Ann Gerlach	Department of Economic and Social Affairs
Mr. Andrew Watt***	United Nations Iraq-Kuwait Observation Mission

* Expiration date of the present information circular: 29 February 2000.

** *Personnel Manual* index No. 4121.

*** Members nominated by the Field Service Staff Union.

99-04632 (E) 240299

Alternate members

Mr. Anwar Ali***	Office of the United Nations Special Coordinator in the Occupied Territories
Ms. Leona Forman	Department of Public Information
Mr. Emmanuel Goued-Njayick	Department of Economic and Social Affairs
Mr. Rauno Halme***	United Nations Peacekeeping Force in Cyprus
Mr. Kevin S. Kennedy	Department of Public Information
Mr. Gianfranco Longo***	United Nations Observer Mission in Angola

3. Mr. John Ericson, Secretary of the Headquarters Appointment and Promotion Committee and Panel, will serve as Secretary of the 1999 Field Service Promotion Review Panel.

United Nations ST/IC/1999/17

Secretariat

22 February 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in January 1999

* Expiration date of the present information circular: 31 December 1999.

99-04634 (E) 250299

Annex

Placement and promotion
1 to 31 January 1999

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Promotion					
Kumarrin, Ashok	M	ESCAP	ESCAP	P-3	98-E-ESC-320-BA
Loff-Fernandes, Danielle	F	DPI	DPI	P-3	98-X-UNG-527-GE
Twarog, Sophia	F	UNCTAD	UNCTAD	P-3	98-E-TAD-549-GE
Anzola, Luisa	F	DM/OPPBA	DM/OPPBA	P-4	98-A-OPB-361-NY
Bolger, Christopher*	M	DM	DPKO	P-4	98-F-DPK-215-NY
Duggan, Christina	F	UNOG	UNOG	P-4	98-T-UNG-701-GE
Gilmour, Andrew	M	DPA	DPA	P-4	98-P-DPA-297-NY
Hartl, Maria	F	DESA	DESA	P-4	98-S-ESA-338-NY
Hills, Adrian	M	OIOS	OIOS	P-4	98-F-OIO-187-NY
Houk, Marian	F	DPI	DPI	P-4	98-X-UNG-530-GE
Indjikian, Rouben	M	UNCTAD	UNCTAD	P-4	98-E-TAD-548-GE
Jumet, Claude	M	DM/OHRM	DM/OHRM	P-4	**
Kondratyev, Yuri	M	UNJSPF	UNJSPF	P-4	98-F-JSP-319-NY
Kuwahara, Hiroaki	M	UNCTAD	UNCTAD	P-4	98-E-TAD-551-GE
Nagayoshi, Noriko	F	UNJSPF	UNJSPF	P-4	98-F-JSP-A18-NY
Parzenczewski, Cristina	F	DGAACS	DGAACS	P-4	98-T-DGA-378-NY
Pawlik, Regina	F	ICSC	ECLAC	P-4	98-A-ECL-A11-ME
Pokwal, Tek Bahadur	M	DM/OPPBA	DM/OPPBA	P-4	98-F-OPB-360-NY
Zhou, Nan	F	UNOG	UNOG	P-4	97-T-UNG-584-GE
Bronner, Anton	M	DM/OCSS	DM/OCSS	P-5	98-A-CSS-190-NY
Bruna, Isabel	F	DGAACS	DGAACS	P-5	98-T-DGA-380-NY
Den, Hitoki*	M	DPA	DPA	P-5	98-P-DPA-021-NY
Guerassev, Vladislav	M	DM	OIOS	P-5	97-A-OIO-008-NY
Kuroda, Michiko	F	DM	DM	P-5	98-A-DOM-037-NY
Larsen, Cheryl	F	DESA	DM	P-5	98-A-DOM-037-NY
Pozdnyakova, Tamara	F	DPA	DPA	P-5	98-P-DPA-154-NY
Kane, Mamadou	M	DPA	DPA	D-1	98-P-DPA-A05-AA
Ouma, Henry	M	UNJSPF	UNJSPF	D-2	**
Placement					
Witkowski, Jerzy	M	ESCAP	ECE	P-4	97-G-ECE-705-GE

* The Secretary-General approved the placement of the staff members against the post at their current levels. The promotion of the staff members against the posts will be implemented when the staff members have reached the established seniority in grade for regular promotion to the higher level.

** The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

United Nations ST/IC/1999/18

Secretariat

22 February 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in January 1999.

* Expiration date of the present information circular: 31 December 1999.

99-04636 (E) 250299

Annex

Placement and promotion
1 to 31 January 1999

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Promotion					
Garvey, Gary*	M	DM/OCSS	DM/OCSS	TC-7	97-G-OCS-107-T7
Abou-Seoud, Alma	F	DPKO	DPKO	G-5	**
Glaser, Christiane	F	DM	DM	G-5	98-G-DOM-046-G5
Gomez, Sergio	M	DPKO	DPKO	G-5	**
Navarro, Jasmin	F	DPKO	DPKO	G-5	**
O'Connor, Louise	F	DPI	DPI	G-5	**
Perkins, Gillian	F	DPKO	DPKO	G-5	97-G-DPK-090-G5
Sayo, Mary Ann	F	DPA	UNCTAD/NY	G-5	97-G-TAD-114-G5
Scaffidi, Elizabeth	F	DM	DM	G-5	98-G-DOM-090-G5
Vanderstichelen, Maria	F	DPA	DM/OPPBA	G-5	98-G-OPB-081-G5
Verdino, Aldo	M	DM/OCSS	DM/OCSS	G-5	98-G-OCS-084-G5
Vidal-Young, Marta	F	DPA	DPA	G-5	**
Caruso, Alejandro	M	DESA	DESA	G-6	98-G-ESA-066-G6
Puraatmadja, Etty	F	DPKO	DPKO	G-6	98-G-DPK-076-G6
Sjamsu, Cynthia	F	DPKO	DPKO	G-6	98-G-DPK-075-G6
Cheung, Marita*	F	DESA	DM/OHRM	G-7	98-A-HRM-108-G7
Telesford, Gordon	M	DESA	DESA	G-7	98-G-ESA-083-G7

* The Secretary-General approved the placement of the staff member against the post at his/her current level. The promotion of the staff member against the post will be implemented when the staff member has reached the established seniority in grade for regular promotion to the higher level.

** The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.

United Nations ST/IC/1999/19

Secretariat

22 February 1999

Information circular*

To: Members of the staff

From: Assistant Secretary-General for Human Resources Management

Subject: **Revised base salary scales for staff in the Professional and higher categories and for staff in the Field Service category****

1. In section I.C of its resolution 53/209 of 18 December 1998, the General Assembly approved, with effect from 1 March 1999, a revised base salary scale for staff in the Professional and higher categories. The scale reflects the consolidation, on a no-gain no-loss basis, of 2.48 multiplier points into the net base salaries in effect under the previous base salary scale, which became effective 1 March 1998. In the same resolution, the Assembly approved consequential changes in the rates of staff assessment used in conjunction with gross base salaries for staff with neither a dependent spouse nor a dependent child.

2. In accordance with the practice followed on the occasion of previous consolidations of multiplier points into net base salaries, upon implementation of the revised base salary scale, revised post adjustment indices and multipliers will be established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post adjustment multipliers due after 1 March 1999 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

3. As a result of the implementation of the revised base salary scale, effective 1 March 1999, there will be consequential changes in the amounts of the mobility and hardship allowance applicable to staff who are currently in receipt of the allowance.

4. In its sixteenth (1990) annual report to the General Assembly,[1] ICSC recommended, and the Secretary-General subsequently approved, that future adjustments to the salary scale applicable to staff in the Field Service category should be made by reference to adjustments to the salary scale for staff in the Professional and higher categories. Accordingly, the base salary scale for staff in the Field Service category has also been revised, effective 1 March 1999, to reflect (a) the consolidation of 2.48 multiplier points into net base salaries; and (b) the revised rates of staff assessment used in conjunction with gross base salaries for staff with neither a dependent spouse nor a dependent child.

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* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 3110.

99-04638 (E) 250299

5. The revised base salary scales for staff in the Professional and higher categories and for staff in the Field Service category, effective 1 March 1999, showing gross salaries and their net equivalents after the application of staff assessment, are reproduced in annexes I and II to the present circular, respectively. The implementation of these scales will be reflected in the end of March 1999 payroll.

Notes

[1] *Official Records of the General Assembly, Forty-fifth Session, Supplement No. 30* (A/45/30), para. 270 (e).

Annex I

Salary scale for the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)
Effective 1 March 1999

Level		*STEPS*														
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	151 440														
	Net D	104 662														
	Net S	94 190														
ASG	Gross	137 683														
	Net D	95 995														
	Net S	86 926														
Director			*	*	*	*	*									
D-2	Gross	112 824	115 311	117 797	120 283	122 768	125 256									
	Net D	80 334	81 901	83 467	85 033	86 599	88 166									
	Net S	73 801	75 114	76 427	77 739	79 052	80 365									
Principal Officer						*	*	*	*	*						
D-1	Gross	99 848	101 948	104 047	106 142	108 243	110 346	112 476	114 605	116 732						
	Net D	72 068	73 410	74 751	76 090	77 432	78 773	80 115	81 456	82 796						
	Net S	66 615	67 793	68 970	70 146	71 324	72 493	73 617	74 741	75 864						
Senior Officer												*	*	*		
P-5	Gross	88 099	89 975	91 875	93 775	95 674	97 571	99 471	101 371	103 269	105 169	107 067	108 966	110 878		
	Net D	64 545	65 759	66 973	68 187	69 401	70 613	71 827	73 041	74 254	75 468	76 681	77 894	79 108		
	Net S	59 963	61 075	62 142	63 208	64 273	65 337	66 403	67 469	68 534	69 600	70 665	71 730	72 773		
First Officer														*	*	*
P-4	Gross	72 631	74 438	76 257	78 085	79 917	81 743	83 573	85 403	87 232	89 060	90 898	92 756	94 606	96 459	98 311
	Net D	54 516	55 701	56 883	58 066	59 251	60 433	61 617	62 801	63 984	65 167	66 349	67 536	68 718	69 902	71 086
	Net S	50 767	51 856	52 940	54 024	55 111	56 194	57 279	58 364	59 448	60 533	61 594	62 636	63 674	64 713	65 753
Second Officer															*	*
P-3	Gross	59 386	61 057	62 731	64 400	66 088	67 782	69 477	71 174	72 867	74 564	76 275	77 994	79 711	81 430	83 148
	Net D	45 777	46 888	48 001	49 111	50 224	51 335	52 447	53 560	54 671	55 784	56 895	58 007	59 118	60 230	61 342
	Net S	42 730	43 752	44 776	45 798	46 821	47 843	48 865	49 888	50 909	51 932	52 951	53 970	54 989	56 008	57 027
Associate Officer													*			
P-2	Gross	47 805	49 265	50 721	52 180	53 636	55 098	56 594	58 087	59 585	61 080	62 573	64 071			
	Net D	37 953	38 949	39 942	40 937	41 930	42 925	43 920	44 913	45 909	46 903	47 896	48 892			
	Net S	35 598	36 501	37 401	38 302	39 202	40 105	41 021	41 934	42 851	43 766	44 680	45 596			
Assistant Officer																
P-1	Gross	36 422	37 791	39 157	40 525	41 891	43 258	44 627	46 018	47 418	48 820					
	Net D	30 044	31 001	31 956	32 912	33 867	34 822	35 779	36 734	37 689	38 645					
	Net S	28 341	29 222	30 102	30 983	31 863	32 743	33 625	34 494	35 359	36 226					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II

Salary scale for the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)
Effective 1 March 1999

		STEPS													
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
												*	*			
FS-7	Gross	72 133	74 038	75 955	77 883	79 811	81 743	83 677	85 604	87 536	89 465	91 415	93 372			
	Net D	54 189	55 439	56 688	57 935	59 183	60 433	61 684	62 931	64 181	65 429	66 679	67 930			
	Net S	50 466	51 615	52 761	53 905	55 048	56 194	57 340	58 483	59 629	60 773	61 884	62 982			
												*	*			
FS-6	Gross	59 818	61 567	63 319	65 066	66 838	68 614	70 386	72 165	73 934	75 717	77 516	79 312			
	Net D	46 064	47 227	48 392	49 553	50 716	51 881	53 043	54 210	55 371	56 534	57 698	58 860			
	Net S	42 994	44 064	45 136	46 205	47 273	48 344	49 413	50 485	51 552	52 620	53 687	54 752			
FS-5	Gross	50 749	52 204	53 660	55 117	56 612	58 104	59 597	61 089	62 585	64 077	65 578	67 090	68 604		
	Net D	39 961	40 953	41 946	42 938	43 932	44 924	45 917	46 909	47 904	48 896	49 889	50 881	51 874		
	Net S	37 418	38 317	39 217	40 117	41 032	41 945	42 858	43 771	44 687	45 600	46 514	47 425	48 338		
															*	*
FS-4	Gross	43 977	45 164	46 370	47 578	48 786	49 993	51 198	52 411	53 617	54 826	56 059	57 259	58 538	59 777	61 015
	Net D	35 325	36 152	36 974	37 798	38 622	39 445	40 267	41 094	41 917	42 741	43 564	44 362	45 213	46 037	46 860
	Net S	33 206	33 966	34 712	35 458	36 205	36 951	37 695	38 445	39 190	39 937	40 693	41 428	42 210	42 969	43 726
															*	*
FS-3	Gross	38 180	39 185	40 186	41 189	42 189	43 193	44 196	45 201	46 230	47 251	48 282	49 309	50 339	51 364	52 391
	Net D	31 273	31 975	32 675	33 376	34 075	34 777	35 478	36 177	36 879	37 575	38 278	38 979	39 681	40 380	41 081
	Net S	29 473	30 120	30 765	31 411	32 055	32 701	33 347	33 989	34 625	35 256	35 893	36 528	37 165	37 798	38 433
												*	*			
FS-2	Gross	33 255	34 108	34 964	35 847	36 732	37 618	38 464	39 389	40 275	41 162	42 046	42 930			
	Net D	27 785	28 403	29 024	29 642	30 261	30 880	31 471	32 118	32 737	33 357	33 975	34 593			
	Net S	26 263	26 831	27 401	27 970	28 540	29 111	29 656	30 252	30 822	31 393	31 963	32 532			
FS-1	Gross	29 079	29 804	30 548	31 297	32 047	32 800	33 552	34 301	35 054	35 831					
	Net D	24 733	25 278	25 822	26 365	26 909	27 455	28 000	28 543	29 088	29 631					
	Net S	23 463	23 961	24 460	24 959	25 458	25 960	26 461	26 959	27 460	27 960					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.
* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

United Nations ST/IC/1999/20

Secretariat

24 February 1999

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **International Women's Day, 1999**

1. In observance of International Women's Day, the Group on Equal Rights for Women in the United Nations has organized an event to be held from 10 a.m. to 12 noon on Thursday, 4 March 1999, in the Trusteeship Council Chamber. The theme of this event is "Equality for Women".

2. The Secretary-General and the First Lady of the United States of America, Hillary Rodham Clinton, will address the assembly. Other speakers will include Agnès Marcaillou, President of the Group on Equal Rights for Women in the United Nations; Susana Chiarotti, Regional Coordinator, Comité de America Latina y el Caribe para la Defensa de los Derechos de la Mujer; Lorna Myers, Director of the Girls' Choir of Harlem; and Penninah Ogada, researcher on property ownership for women in Kenya. "ULALI", a group of native American a cappella singers, will open the event.

3. Staff members wishing to participate in this event will be released from their duties subject to the exigencies of the service and should be in their seats in the Trusteeship Council Chamber by 9.30 a.m.

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* Expiration date of the present information circular: 31 March 1999.

99-05067 (E) 260299